

3 February 1982

MEMORANDUM FOR: Chief, Physical Security Division

FROM:

[REDACTED]

Chief, Industrial Security Branch

SUBJECT: Review of Classification Procedures

REFERENCE: Memorandum to PSD Branch Chiefs from C/PSD  
dated 29 January 1982, same subject

Classification procedures are being reviewed on a continuing basis in ISB to assure compliance with current classification requirements.

,

[REDACTED]

STAT

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Review of Classification Procedures

EXTENSION

NO.

C/Physical Security Division

DATE

29 JAN 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each routing and show flow to whom. Draw a line across column after each.)

	DATE		OFFICER'S INITIALS	COMMENTS (Number each routing and show flow to whom. Draw a line across column after each.)
	RECEIVED	FORWARDED		
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C/DSB				
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C/HSB				
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29 JAN 1982

MEMORANDUM FOR: Chief, Domestic Security Branch  
Chief, Headquarters Security Branch  
Chief, Industrial Security Branch  
Chief, Overseas Security Support Branch

STAT FROM:   
Chief, Physical Security Division

SUBJECT: Review of Classification Procedures

REFERENCE: Memorandum to PSD Branch Chiefs from C/PSD  
dtd 19 Aug 81, Subject - Security Classification

1. Several months ago I circulated reference to the branch chiefs of Physical Security Division asking assurance the proper classification procedures were followed in the preparation of all Division correspondence and records. With the receipt of the final IG Inspection Report, the Director of Security has requested that all elements of the Office review their classification procedures and provide assurances that all are in compliance with classification requirements.

2. Please conduct such a review within your area of responsibility and provide me with written assurances by 8 February 1982.

Attachment  
Reference

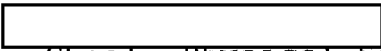


STAT

19 AUG 1981

MEMORANDUM FOR: Chief, Domestic Security Branch  
Chief, Industrial Security Branch  
Chief, Headquarters Security Branch  
Chief, Overseas Security Support Branch

STAT FROM:

  
Chief, Physical Security Division

SUBJECT: Security Classification

1. In the draft report of its 1980-1981 inspection of the Office of Security, the Office of the Inspector General has called attention to the inadequacy of security classification procedures in the Office of Security. More specifically, the report suggests that on a wide spread basis the Office of Security is failing to classify documents requiring this protection.

2. Among the Office elements singled out for particular criticism in this regard is this Division. Classification guidelines have been prepared for use of the Office and have been disseminated to all branches. These guidelines must be applied to the extent required. This Division must follow classification requirements when the protection of intelligence sources and methods is involved. While I support the philosophy of not unnecessarily classifying material and not over classifying information, I would like to draw your attention to insure that our correspondence and copies of record are properly reviewed and classified in accordance with defined requirements.

STAT

cc: DC/PhySD

Distribution:

- 1 - Each Addressee
- ① - PSD Notices
- 1 - PSD Chrono

JOINING AND RECORD SHEET

SUBJECT: (Optional)

Career Intelligence Medal

FROM:

Director of Security  
4E 60 Headquarters

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line to return after each comment.)

RECEIVED

FORWARDED

1.

DDA  
7D 24 Headquarters

2.

3.

C/Protocol Branch  
7E 31 Headquarters

4.

67710

FORM NO.

233

USE PREVIOUS  
EDITIONS

DOCUMENT CONTROL

(13-40)  
MFG 10-79

SEC. CL.

ORIGIN

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OS/PTAS

DATE OF DOC

DATE REC'D

DATE OUT

SUSPENSE DATE

CONTROL NO.

OS 2-5098

CROSS REFERENCE OR  
POINT OF FILING

STAT

TO Chief, Protocol Branch Via DDA

FROM D/Security

SUBJ. [Redacted] (Career)

Intelligence Medal

ROUTING

DATE  
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DD/PTAS

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D/OS

DDA

COURIER NO.

ANSWERED

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14.

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FORM  
1-79

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USE PREVIOUS  
EDITIONS

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Approved For Release 2005/08/03 : CIA-RDP94B01041R000300050038-1

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